

INTERPRETING THE AGENCY ANALYSIS AND VITA ASSIGNMENTS SPREADSHEETS

The Due Diligence Personnel Update recently submitted by your agency was analyzed by the VITA Transition Office in order to:

- Reconcile your agency's latest submission with last fall's Due Diligence submission, ensuring that significant differences were appropriately documented;
- Verify that each position's responsibilities were properly distributed among the VITA-related functional categories provided;
- Verify that each position's responsibilities were properly apportioned between VITA-related functions and non-VITA functions.

The results of this analysis were then used to decide which positions would be transferred to VITA - as shown in the attached *Agency Analysis and Assignments Spreadsheet*. The information in this spreadsheet is grouped into three separate sheets, with tabs labeled as indicated in the picture below. Much of the information in this spreadsheet is a restatement of the due diligence update provided by your agency in its April submission. In addition, it provides the following information:

- **Personnel Assignment** - An assignment for each reported position to either 1) a VITA organizational unit, or 2) your agency. Note: Depending upon how you decide to allocate any residual FTEs due VITA, some individuals marked agency, may ultimately be transferred to VITA in accordance with your recommendations;
- **Agency Category Totals** – Distributes two types of position totals by IT personnel category – 1) Total Active FTEs Reported, 2) VITA Assigned FTEs, and shows the remaining FTE positions due VITA from the agency;
- **Agency Summary** – Provides a summary of positions assigned to VITA, categorized by organizational units within the new organization.



Interpreting the Personnel Assignment Sheet

The primary function of the Personnel Assignment sheet is to clearly indicate how your existing personnel (including vacant positions) map to the new VITA organization. The Organization Assignment Code column (Exhibit 1, Item 1) shows the current assignment for each employee.

Employees with a VITA Organizational Unit code next to their name, have been identified as definitely fitting the criteria to transfer to VITA. All employees with 60% or more of their time dedicated to VITA-related functions fall into this group. These employees are required to transfer to VITA as part of the technology consolidation process. Figure 1 includes definitions for all VITA Organizational Units.

Figure 1: VITA Organizational Units

VITA ORGANIZATIONAL UNITS

Code	VITA Organizational Unit Name
AMS	Audit and Management Services
AS	Acquisition Services
BS	Business Services – general
BS-DS	Business Services Data Services
BS-KSS	Business Services Knowledge Systems Services
CS	Computer Services
CSS	Customer Support Services – general
CSS-CSC	Customer Support Services - Customer Service Center
CSS-DS	Customer Support Services Desktop Support
CSS-OVSLD	On-Site VITA Service Level Directors
SMS	Strategic Management Services
SS	Security Services
TNS	Telecommunications and Network Services
Undetermined	Undetermined at this time

Employees may also have been selected to transfer to VITA based upon their EWP and position in your organization chart, in conjunction with the Due Diligence Team’s analysis. Any positions selected in this manner will be referenced in the “See Note” column (Exhibit 1, Item 2) of the sheet.

Employees marked “Agency” have been identified as spending less than 60% their time dedicated to VITA-related functions and will likely remain in your agency. However, in the circumstance that your agency owes VITA additional FTEs, you will have the opportunity to recommend additional employees for transfer to VITA. It is important to note that in order for employees below the 60% threshold to be recommended for transfer, they must perform a *minimum of 30% of their time on in-scope VITA functions*, i.e. activities that fall within the 15 categories included on the spreadsheets.

The Personnel Assignment tab also contains functional time allocations for each employee. This data was largely provided by you during the due diligence process and is restated as fractions of each employee's time across the FTE Distribution columns (Exhibit 1, Item 3) of the sheet. This data formed the basis for the Due Diligence Team's analysis and subsequent assignment of your employees and their associated MEL allocation (FTE count).

ACTION ITEM: Additional Personnel Assignments

You will use the 'Personnel Assignment' sheet to indicate which employee(s) you are recommending for transfer to VITA in order to satisfy your outstanding FTE balance. To make your selection(s), replace the "Agency" designation (located in the Organization Assignment Code column) associated with the name of the individual(s) you would like to transfer to VITA, with "VITA". The Agency Analysis sheet, including your selection(s), is due via email to the VITA Transition Office duediligence@state.va.us by 12 PM on June 9, 2003.

Interpreting the Sheet

The Agency Category Totals sheet provides a high-level roll-up of the two types of position totals by IT personnel category – 1) Total Active FTEs Reported, 2) VITA Assigned FTEs, and the remaining FTE positions due VITA from the agency, as well as the Total FTE Due VITA. Figure 2 provides detailed definitions for the IT personnel category totals found on the Agency Category Totals sheet.

Figure 2: Agency Category Total Definitions

Total Active FTEs Reported – equals the total FTE count by category for all active positions (classified, P14, vacant positions, and contractors) in the agency's submission.

Calculation: *These numbers were calculated by totaling the fractional time allocations reported in each FTE Distribution column on the Personnel Assignment sheet, e.g. totaling the fractions in the Plan/Manage column of the Personnel Assignment sheet (Exhibit 1, Item 4) will yield the same number (2.20) in the Total Active FTEs Reported cell of the Plan/Manage column of the Agency Category Totals sheet. (Exhibit 2, Item 1).*

VITA Assigned FTEs – equals the total FTE count by category for all active positions assigned to VITA.

Calculation: *These numbers were calculated by totaling the fractional time allocations reported in any FTE Distribution column for employees with VITA Organization Assignment Codes on the Personnel Assignment sheet, e.g. totaling the fractions in the Tech Desktop column of the Personnel Assignment sheet for Employees N, P and Q (Exhibit 1, Item 5) will yield the same number (1.85) in the VITA Assigned FTE's cell of the 'Tech Desktop' column of the Agency Category Totals sheet. (Exhibit 2, Item 2).*

FTE Due VITA from Agency – equals the remaining FTE count due VITA by position category for all positions that were not assigned to VITA, including:

- All of the reported FTE count in the 11 personnel categories entirely related to VITA functions;
- 50% of the remaining four personnel categories split between VITA and Agency functions (CIO/CTO, Plan Manage, IT Admin Support, and IT Support Other).

Total FTE Due VITA – equals the sum of the FTE counts for all positions/employees assigned to VITA plus the fractional FTE due VITA from those active positions not assigned to VITA. See Exhibit 2, Item 3.

Note: Total FTE Due VITA will be identical to the FTEs Due VITA from Active FTEs value on the Agency Summary sheet.

Interpreting the Sheet

The ‘Agency Summary’ sheet provides a summary of positions assigned to VITA, categorized by organizational units within the new organization, and overall summary numbers. Figure 3 shows the overall summary numbers you will find on the top of your ‘Agency Summary’ sheet. (Exhibit 3, Item 1)

Figure 3: Overall Summary Numbers

Agency Summary

Due Diligence Reported FTEs – equals the total FTE count for the 15 IT personnel categories reported by your agency in the fall Due Diligence project.

Current Active FTEs in the 15 categories – equals the total FTE count for all classified/P14/contractor positions as currently reported with responsibilities in the 15 Due Diligence personnel categories related to VITA functions. This is identical to *Total Active FTEs Reported*.

FTEs Due VITA from Active FTE’s - equals the sum of the FTE counts for all positions/employees assigned to VITA plus the fractional FTE due VITA from those active positions not assigned to VITA.

Note: FTEs Due VITA from Active FTEs will be identical to the Total FTE Due VITA value on the Agency Category Totals sheet.

The second component of the Agency Summary sheet is the Assignment summary. This list consists of two parts, the count for positions/employees assigned to VITA, broken out by VITA Organization Unit, and the count for positions/employees assigned to the Agency. Figure 4 explains these items in detail.

Figure 4: Assignment Summary Details

Assignment Summary

VITA Assigned – shows counts of positions assigned to VITA and the corresponding total FTEs associated with those assignments.

- Each of the VITA organizational units listed shows the count of the active positions (classified, P14, vacant, contractor) in the submission assigned to that VITA organizational unit. The “Organization Assignment Code” column on the spreadsheet shows individual position assignments.
- ***Total (VITA)*** – equals the total count of active positions assigned to VITA
- ***Total VITA Assigned FTEs*** – equals the total FTE count for the active positions assigned to VITA (positions assigned are whole positions, however some positions such as contractors or P14s may represent less than 1.00 FTE each)

Agency Assigned

- ***Total (Agency)*** - equals the total count of active positions that are assigned to remain in the agency.
- ***FTE Due VITA from (Agency)*** – equals the balance of the fractional FTEs due VITA from the active positions remaining in the agency.

Additional Definitions

Residual/Split MEL

Due to the manner in which responsibilities are currently divided between VITA and non-VITA functions, it is possible that a number of agencies will end up with some residual MEL obligation to VITA for which no personnel transfers can logically take place. In such instances, VITA will still receive credit for that residual MEL (and associated salary and benefits, either as a direct budget transfer or via ongoing service billings). Agencies are responsible for determining how to realign position responsibilities and assignments to remain within their correspondingly reduced MEL. (see *Action Item, page 3*) At the time that their VITA Memorandum of Agreement takes effect, agencies will also be responsible for adjusting their budgets to reflect the method by which positions transferred to VITA will be funded.

INTERPRETING THE AGENCY ANALYSIS AND VITA ASSIGNMENTS SPREADSHEETS

Interpreting Agency Analysis and Assignments Spreadsheet FAQs

Q. How should I submit my discretionary transfer selections?

- A. Please submit your decisions on the enclosed spreadsheet for your agency via email to duediligence@state.va.us. In order to make your selection(s), replace the “Agency” designation (located in the Organization Assignment Code column) associated with the name of the individual(s) you would like to transfer to VITA, with “VITA”.

Q. What is the cut-off percentage for automatic inclusion in the VITA transfer group?

- A. 60%. Even if your employee performs 59% in-scope activities, they will not be automatically tapped to transfer to VITA. However, this would be a prime example of an employee that would be a good fit to satisfy any residual MEL requirements!

Q. Is there a minimum in-scope activities level for being considered to transfer to VITA?

- A. Yes! In order to be recommended for transfer, an employee must perform a *minimum of 30% of their time on in-scope VITA functions*, i.e. activities that fall within the 15 categories included on the spreadsheets.

Q. How do I meet my FTE Due VITA requirements?

- A. Your agency will meet the FTE Due VITA in two steps. First, any employees performing 60% or more in-scope VITA functions are counted against your requirement. Any remaining requirement may be reduced by transferring additional employees to VITA. Since employees are transferred as whole units (excepting P-14s or contractors), but the FTE Due VITA calculation may return a fraction, residual FTE (or MEL) often results. In these cases, your agency will make a recommendation based upon the best interests of your agency, VITA, and the employee. Any employee meeting the 30% in-scope VITA activities level may be considered as part of these recommendations. Example: Your agency owes VITA 5.42 FTE. Three employees are automatically transferred, leaving 2.42 FTEs remaining. You then decide to send two additional employees who meet the minimum 30% in-scope activities threshold, reducing the gap to .42 FTE. Upon review of your agency, you decide that all remaining employees should stay with the agency. The residual .42 MEL and related funding will be credited to VITA. (*See the example below for an additional scenario*)

Q. Do any guidelines exist for evaluating which employees should be selected?

- A. Yes. DHRM has released guidelines to be followed when selecting employees to transfer to VITA. Attachment 1 contains these guidelines.

Q. Why are some positions only credited to VITA at 50%?

- A. The state legislature has mandated that the VITA consolidation focus on *operations* centric positions. Since the CIO/CTO, Plan Manage, IT Admin Support, and IT Support Other categories have been identified as fair splits between operations and applications focused activities, VITA divides any Active FTE Reported assignments in half when reflecting them as FTE Due VITA from Agency numbers.

Q. Are the percentages of employee time my Agency reported during the due diligence

process the only factor in determining whether an employee qualifies to transfer to VITA?

- A. No. If through the course of our evaluation of due diligence data, organization charts, and EWPs, an individual was determined to be performing predominantly VITA-related functions, that individual has been assigned to VITA, and the agency has been given full credit for one FTE in meeting its VITA obligations.

Q. What is the baseline for assessing my agency's obligation to VITA?

- A. The *Total Active FTEs Reported* is the baseline for your agency's obligation to VITA. This total FTE represents your agency's initial position obligation to VITA, consistent with the VITA legislation, and represents the total number of employees identified as performing VITA-related functions. As a Memorandum of Agreement (MOA) between your agency and VITA is put into effect, the MEL for your agency will be decremented by the total FTE and the MEL for VITA will be incremented by this same amount.

Q. Are there any exceptions allowed?

- A. Yes. As noted at the May 5th Agency Heads meeting, exceptions may be made for positions supporting IT infrastructure that is unique to your agency and its mission (such as specialized equipment supporting fingerprinting or forensic laboratory analysis). Such exceptions must be mutually agreed to by the Secretary of Technology and the Secretary of the proponent agency. If you have a candidate for such an exception and have not already notified the Due Diligence Team, please do so immediately.

Q. What if my agency does not have any additional obligation to VITA?

- A. Simply return the spreadsheet to the Due Diligence address (duediligence@state.va.us) without making any changes.

Q. Who should I contact if I have additional questions?

- A. You should contact the member of the Due Diligence Team designated to support your Secretariat. Contact numbers for the individuals are listed in the chart below:

SUPPORT TEAM CONTACT	PHONE #	SECRETARIATS SUPPORTED
Chandra Barnes	371-5804	Administration, Commerce and Trade, Education
Mike Elliott	371-5781	Finance, Health and Human Resources, Natural Resources
Chuck Tyger	371-5943	Public Safety, Technology, Transportation

INTERPRETING THE AGENCY ANALYSIS AND VITA ASSIGNMENTS SPREADSHEETS

MEETING YOUR FTE DUE VITA REQUIREMENT: EXAMPLE

Using the Agency Summary (Exhibit 3) you can immediately see that you have 15.53 FTEs Due VITA from Active (agency) FTEs. (Exhibit 3, Item 1, Line 3) You also notice, that 12.00 have already been assigned to VITA by the Transition Office (Exhibit 3, Item 2). Thus, in order to fulfill your FTE requirement, you must send 3.53 additional FTEs to VITA.

Looking at your existing list of ‘Agency’ designated employees (Exhibit 1, Item 6) you have a pool of 9 employees (6 classified, 2 contractors, 1 P-14). Following the *DHRM Guidance in Revising Agency Positions to Meet MEL Obligations to VITA* guidelines (See Attachment 1) You first ask for volunteers from the pool of employees eligible to transfer to VITA. All nine employees volunteer.

Looking further at the classified group, you notice that three individuals (Employees C, H, I) spend an identical amount of time (0.55) performing the functions in the Help Desk 0/1 column. (Exhibit 1, Item 7) Knowing that you will not likely need all three to continue performing your remaining Help Desk services, and that these employees are likely a good fit for VITA, it seems like a logical choice to send one or more to VITA. You decide to send Employees C and H, thereby reducing your FTE Due VITA by 1.55, leaving 1.98 remaining. (To complete this transaction, replace the “Agency” designator in the ‘Organization Assignment Code’ column cells associated with Employees C and H with “VITA”. See Exhibit 1, Item 8) Note: Since Employee H is a contractor, he/she does not have a full 1.0 MEL. Sending Employee H to VITA sends only his/her associated MEL amount, or 0.55.

You now have 7 employees remaining in your selection pool. You decide to choose, employee B, reducing your FTE Due VITA by 1.0 FTE, leaving 0.98 FTE due VITA. (Replace “Agency” with “VITA” in the Organization Assignment Code column cell associated with Employee B.)

Now you are left with Employees A, D, E, F, G, and I. You immediately notice that Employees A, D, E and F are classified, G is a contractor, and I is a P14. However, you also notice that Employees A, D, and F do not meet the 30% minimum VITA in-scope activities criteria, and are thereby eliminated from consideration even though they have volunteered to transfer, leaving Employees E, G, and I.

Reviewing Employees E, G, and I again, you recognize that Employee E provides a service unique to your organization, and decide to eliminate him from consideration as well, leaving Employees G and I, both of whom represent less than 1.0 FTE, and could be used to meet part of your remaining obligation.

Taking into consideration your overall agency situation and the EWP of the employees under review, you decide your best choice is to send your remaining contractor, Employee G, to VITA, thereby retaining your agency employee. This reduces your obligation to VITA by 0.50, leaving you a commitment of 0.48 FTE, which will be transferred to VITA in the form of MEL and funding. You complete this transaction by placing “VITA” in the Organization Assignment Code column cell associated with Employee G, and are done.

Note: This example is intended to illustrate the complex decisions and potential trade-offs you may face as you fulfill your agency's FTE Due VITA requirement. The actual complexity and number of choices you will encounter, depends upon the number of FTEs Due VITA, and the number and make-up of your available "Agency" employee pool.

As you make your decisions, two key factors to consider are the DHRM guidelines provided, and what balance makes the most long-term sense for your agency, VITA, and the impacted employees. Remember, the IT staff from your agency who transfer to VITA are intended to be those who will start off supporting your agency's IT infrastructure under VITA. If you have any questions as you make these important decisions, or simply wish for additional counsel, please contact the VITA Due Diligence Team designated to support your Secretariat. Contact numbers for the individuals are listed in the chart below:

SUPPORT TEAM CONTACT	PHONE #	SECRETARIATS SUPPORTED
Chandra Barnes	371-5804	Administration, Commerce and Trade, Education
Mike Elliott	371-5781	Finance, Health and Human Resources, Natural Resources
Chuck Tyger	371-5943	Public Safety, Technology, Transportation

Alternately, you may reach the Due Diligence Team via email using the following link: duediligence@state.va.us.